



Eligibility Operations Memo 11-04
April 1, 2011

TO: MassHealth Eligibility Operations Staff

FROM: Amy Andrade, Acting Director, MassHealth Operations

RE: Electronic Document Management Center

Introduction Due to expanded roles, duties, and responsibilities, the MassHealth Central Filing Unit (CFU) in Taunton has been redesignated the Electronic Document Management Center (EDMC). This change is effective on Monday, April 18, 2011. The EDMC address and telephone numbers will not change.

Name Change and Coordination Before implementing the new name, several issues were coordinated to ensure a smooth transition from the CFU identifier to the EDMC identifier.

Such issues included, but were not limited to

- disseminating the name change throughout MassHealth;
- updating the telephone system;
- notifying the payroll department to ensure appropriate offices and agencies were notified;
- ordering stationery (letterhead and envelopes) with the new name;
- erecting a new building sign; and
- notifying the U.S. Postal Service to avoid any delays or stoppage of mail delivery.

Questions If you have any questions about this memo, please have your MEC designee contact the Policy Hotline.
